

# VIDEO TECHNICIAN

**GRADE: 12**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Video Technician (part-time) performs responsible technical work in writing television news stories and other television programs; organizing television productions; shooting and editing videotape; operating professional television production equipment; and related duties as required. Work is performed under standard supervision. The incumbent is given general instructions and performs the work under established routines and/or standardized practices and procedures.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Writes news stories, feature stories, Public Service Announcements (PSAs), promotional announcements (promos), and other television programs.
- Conducts field interviews.
- Shoots and edits (non-linear, A-B roll, cuts-only) video tape (DVCPPro and ¾")
- Puts together packaged news and feature stories with voice-over.
- Operates professional television production equipment such as cameras, videotape recorders, editors (non-linear and standard), character generator, audio board, microphones, lights, switcher, etc.
- Determines and evaluates equipment needs and ensures their availability for each assignment.

- Organizes production of television programs.
- Works with City staff, community groups, members of the public, and other interested parties in relation to the work.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to an Associate in Arts degree from an accredited college or university with specialization in television journalism, production, or a related field and six months experience in television journalism, TV or video production, or related field. A valid driver's license is required. ***Must be available to work a schedule consisting primarily of evening and weekend hours.***

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of television news gathering techniques.
- Basic knowledge of the methods and procedures necessary in producing both live and recorded programs.
- Knowledge of the proper use and maintenance of television production equipment.
- Demonstrated skill in television news and feature writing; other writing for television.
- Demonstrated skill in shooting, editing, and post-production of videotape.
- Ability to organize work and procedures to meet production deadlines.
- Ability to work a flexible schedule that consists primarily of evening and weekend hours.
- Ability to work on own, initiating, developing, and completing projects without direct supervision.
- Ability to deal effectively with and motivate individuals and groups of individuals to achieve desired goals.